

**DURHAM CITY-COUNTY INSPECTIONS DEPARTMENT - SIGN PERMIT APPLICATION**  
**101 CITY HALL PLAZA - DURHAM, NC 27701 - (919) 560-4144 FAX: (919) 560-4484**

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JURISDICTION: CITY( ) COUNTY( ) PAYMENT: CASH( ) CHARGE( ) NO CHARGE( )

ADDRESS:\_\_\_\_\_

NAME OF BUSINESS:\_\_\_\_\_

TYPE OF SIGN: \_\_\_\_\_

OWNER:\_\_\_\_\_

CONTRACTOR: \_\_\_\_\_CONT. ACCT. NO.:\_\_\_\_\_

ADDRESS \_\_\_\_\_CITY: \_\_\_\_\_STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_TELEPHONE NO: \_\_\_\_\_NEW SIGN( ) EXISTING SIGN( )

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ZONE \_\_\_\_\_ TM \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_ TEMP SIGN-30 DAY LIMIT ( ) MTC( ) SITE PLAN( ) DTA( )

COMMON SIGNAGE PLAN( ) LANDSCAPING PLAN( ) HIGH RISE DATE OF APPROVAL: \_\_\_\_\_

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STICKER NUMBER	CONFORMS	STRUCTURAL TYPE	PURPOSE	LENGTH	WIDTH	AREA	HEIGHT
1. _____	_____	_____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____	_____	_____

ARE YOU INSTALLING FLAGS/FLAG POLES?

TYPE: \_\_\_\_\_SIZE: \_\_\_\_\_HEIGHT OF POLE: \_\_\_\_\_

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ELECTRICAL CONNECTION?( ) AN ELECTRICAL APPLICATION MUST BE SUBMITTED BY A NORTH CAROLINA LICENSED ELECTRICAL CONTRACTOR BEFORE THE SIGN PERMIT WILL BE ISSUED.

NAME OF ELECTRICAL CONTRACTOR:\_\_\_\_\_

PHONE NO: \_\_\_\_\_

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AN ADMINISTRATIVE LANDSCAPING PLAN MUST BE SUBMITTED AND APPROVED FOR ALL FREESTANDING SIGNS OVER 5' HIGH PRIOR TO THE ISSUANCE OF THE SIGN PERMIT.

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FOOTINGS, IF NECESSARY, ARE REQUIRED TO BE INSPECTED BEFORE THE PLACEMENT OF CONCRETE. IT IS THE RESPONSIBILITY OF THE OWNER OR CONTRACTOR TO DETERMINE THE LOCATION OF PROPERTY LINES PRIOR TO THE REQUIRED FOOTING INSPECTION. IN ADDITION, ALL REQUIRED LANDSCAPING, IF REQUIRED, MUST BE IN PLACE PRIOR TO THE FINAL INSPECTION OF THE SIGN INSTALLATION. ALL SIGNS REQUIRE FINAL INSPECTION.

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PRINT NAME: \_\_\_\_\_SIGNATURE: \_\_\_\_\_DATE: \_\_\_\_\_

PERMIT FEE: \_\_\_\_\_APPROVED FOR ISSUANCE: \_\_\_\_\_